

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 17 MAY 2002**

I. CEFMS:

a. We increased the size of the field to attach Supervision and Administration (S&A) line items to contract line items. USACE activities could not obligate S&A funds to record leakage until this change was made.

b. We conducted the CEFMS training pilot class on 6-9 May for Memphis District and UFC employees. The training included the process for purchase requests, travel orders, travel vouchers, training requests, and training purchase requests. The training will be presented in June and July 2002---40 USACE employees from various USACE activities are scheduled to attend the classes.

c. We enhanced CEFMS to allow any previously recorded partial asset retirement transactions to be reversed. Prior to the enhancement, only the most recent partial retirement could be reversed.

d. We modified the CEFMS labor cost transfer routine. The screen that displays the "available to transfer" hours will now show both positive and negative hours. Also, to assist CEFMS users, a transaction history screen was added.

e. We created a query to assist the DoD IG auditors performing the USACE Accounts Payable Audit. The query will provide information on the contract obligations included in the auditors' sample of accounts payable transactions. The auditors executed the query on each USACE activity's current and prior FY databases. We will forward the query to each activity to provide the activity the same information that was provided to the auditors.

f. Our CEFMS Database Integrity Team met to review the status of outstanding issues and to make new assignments. We have almost completed the clean-up of the data base configurations and are in the process of dropping "rogue" tables from USACE activity CEFMS databases. We have created a cron job that will run nightly to insure that all constraints, triggers, views, packages, procedures and tables for every USACE activity agree with the master. The issues involved have resulted in a renewed interest in

having a centralized DBA for the CEFMS databases. The site DBA's often make incorrect changes to their CEFMS databases that increase execution time create integrity problems.

g. We developed a plan to establish a Consolidated Departmental Overhead (CDO) analysis program and report in CEFMS. We met with HQUSACE (CERM-P) representatives, Army Audit Agency personnel, and contract programmers to ensure the CEFMS program will meet the need of USACE requirements and provide auditable results.

h. We reviewed the CEFMS Manpower functionality roles, revised one role, and deleted four of the original six roles. This will allow all CEFMS users to access the Manpower data and generate internal manpower reports. Previously, only those with a Manpower role could access this CEFMS manpower screens. A Manpower Role is still required to generate and submit monthly execution reports to HQUSACE (CERM-M).

i. We loaded report data into CEEMIS for the 'Status of Funds By Command Indicator' report, which is being used for obligation and cost information to be sent bi-weekly to DA and OMB for our efforts related to Operation Noble Eagle and Enduring Freedom. The monthly report was generated for September 2001 through April 2002 and has been uploaded to CEEMIS so that CERM-F can now generate bi-monthly reports.

j. We updated the CEFMS Access Control Users' Manual and moved the completed manual to our internet site on 14 May. The updated manual includes descriptions for application roles.

k. Our CEFMS year-end team has developed a draft timeline for the FY02 year-end close out effort.

l. We added the side server signature capability to the Miscellaneous Disbursements process, which is used to pay government billings and training bills, process cost transfers and passback transactions, and also effect other miscellaneous disbursements. The new functionality will allow users to run the function as a background job, which will allow the user to exit the screen and continue to do other tasks with their signature card. Previously, this process would require the user to stay in the screen while executing the process. The result of this change is more efficient use of time and a savings of labor hours.

m. We are scheduled to move our Systems Development and Maintenance Directorate to a different building. All the development/test systems have been moved to the new computer room. All network operations to the new computer room are in place and operational.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	756	760
Priority #1 Problem Reports	74	90
GUI Relate	1	1

Received 185 new problem reports and completed 189 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	54	58
One	2	2
Two	2	0
Five	1	1
Six	2	0

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	262
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	286

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>May 01 - 17</u>	YEAR TO DATE <u>Oct 01 - May 17</u>
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BY CHECK:

Checks Issued	8,281	123,883
Percent of Total	26%	28%
Dollar Amount	\$59,072,910	\$975,105,636

BY EFT:

Transfers Made	21,262	278,656
Percent of Total	74%	72%
Dollar Amount	\$440,007,168	\$5,352,012,504

IV. OTHER UFC ISSUES:

a. Ms. Diana Brightwell and Mr. Timothy Cox, Travel Division, provided Permanent Change of Station (PCS) travel training to members of the Engineer Research and Development Center at Hanover, NH 6-8 May 2002. We received very positive feedback from the training and plan to offer the training to other USACE activities. Future training classes will be at the Finance Center and are scheduled to begin in FY03.

b. The USACE module of the DFAS Web Invoicing System (WInS) was moved to production on 1 May 2002. We selected seven vendors to complete production testing of the system. We have ordered mass mailing "stuffers" which will be mailed to all vendors notifying them of the availability of WInS. The mailers will be sent after the production testing is completed. Also, we plan to notify all USACE Contracting Officers of the availability for invoicing the Corps electronically. We will provide DFAS a list of our vendors, sorted by CAGE code. DFAS will notify the vendors who already utilize WInS for DFAS payments of the new USACE module. We have had three vendors to date attempt to submit invoices. Vendors will be moved to production after three test invoices have been successfully received.

c. Mr. Phil Blount and Mr. Bob Corace, (CERM-P) visited the USACE Finance Center on 29-30 April 2002 regarding Revolving Fund Supervision and Administration (S&A) reporting. UFC personnel attending the various meeting included: Ms. Cynthia Blevins, Ms. Karen Duncan, Ms. Linda

Jeffreys, Ms. Bonnie Tudor, and Ms. Sharon Cave. Overall, Bob, Phil and the UFC staff considered the meeting results very productive and beneficial. The specific items addressed and the results included:

1. We will balance the 30 Sep 01 beginning S&A balance with all correction and adjustments identified.

2. We will provide a monthly reconciliation between the Revolving Funds Results from Operation (3021 reports), SA95 Report and reconciling spreadsheets and provide results to CERM-P.

3. We will provide advance notice to CERM-P of any reporting, programming or adjustments that will impact the S&A reports or reconciliations.

4. UFC agreed to provide full disclosure in the footnotes on any out of balance condition identified during reconciliation efforts.

d. Mr. Pete Brown and Ms. Dorothy Arnold attended the Joint ASA (FM)/DFAS Customer Service Symposium 6-9 May 2002 in Indianapolis. The ASA/DFAS symposium focused primarily on direct DFAS customers, but contained many topics that were beneficial to USACE. Topics included POWERTRACK, CARE, State Department Reimbursables, Paperless Initiatives, Digital Dashboard (Summary view of performance measures providing capability to drill down to detail/transaction level) and Operational Data Store (ODS).

e. Ms. Sheila Falkner, Chief, Accounts Receivable & Debt Collection Division, attended the General Services Administrations (GSA)/DFAS Joint Solutions Conference held in Ft. Worth, TX 7-9 May 2002. The conference consisted of presentations by GSA representatives that depicted the status of Accounts Receivable for their different programs. We are currently attempting to test the Intergovernmental Payment and Collection (IPAC) system with GSA. This will facilitate more timely payment and clearance of USACE accounts receivable.

f. The FY 2002 Midyear Unaudited Financial Statements and accompanying footnotes were released for USACE's review on 10 May 2002. All known adjustments have been made and are reflected in the statements; i.e., judgment fund liabilities, trust fund investments, retirement benefits liabilities and expenses, workmen's compensation liabilities and expenses and outstanding principal and interest on borrowing authority.

g. Our CFO Workshops for Military Appropriations resume 20-24 May. The workshops concentrate on researching, analyzing, and correcting abnormal general ledger account balances in Military Appropriations. We will be working with Baltimore, Sacramento, Little Rock and Hawaii Districts, and the Engineer Research Development Center (ERDC).

h. We have requested an end-to-end test in DCAS before we fully implement the system. The test will allow us to review the data detail and the flow of the information through the system. But, most of all it will give the end user a chance to look at the incoming data and the mandatory data that the users are required to enter into the DCAS system. This test will allow all concerned to correct problems before we feed actual data into DCAS. We plan to begin the test on 1 June 2002 with selected data.

i. We will begin sending the Military Appropriation Status Reports, Integrated Command Accounting Report (ICAR) via Oracle table-to-table transfer to the DFAS Operational Data Store (ODS) database on 1 June 2002.

j. DFAS is proceeding with plans to obtain special legislation to write off longstanding unidentified transactions in suspense account 21 F 3875. This includes all DFAS suspense accounts where they placed all unidentified collection. The USACE has very little if any military suspense accounts to write off. Since the special legislation would provide overall Department of Defense authority, UFC requested DFAS-IN address our 96 suspense appropriation 96F3875 where we have a few problems including a 10-year, 13M for Tulsa in litigation.

k. We continue to make progress clearing the Unmatched Disbursements to meet our 30 June 2002 goal of clearing all unmatched disbursements over 120 days old. We are receiving excellent cooperation from most of the USACE activities involved.

l. On 10 May, our Resource Management Division participated in a conference call held by CERM-B regarding mid-year FY02 and FY03 executive direction and management funding. Other participants included RMs from all MSCs and other centers. The results of the recent mid-year review of FY02 funding were discussed, including the planned senior PBAC meeting on 14 May that will provide decisions on current year funding adjustments. CERM-B stated that the current 20% withhold on General Expense funding would be released soon. A slight decrease in FY03 General Expense and increase in Operations and Maintenance, Army funding were also explained.

m. On 14 May, we submitted to CERM-B the required distribution of FY03 CEFMS/CEEMIS costs for publication in the Consolidated Command Guidance. This distribution represented a change from prior years, since these costs will be distributed as a site license fee, rather than a fee for service. After considering several different methods for distributing these costs, we determined that a transaction-based method would be the most equitable. Nevertheless, this will result in major increases to some activities' costs for the use of CEFMS/CEEMIS.

n. During the week of 17 May we held two more sessions of customer service training. All of our Millington employees are scheduled to attend this training. The training is scheduled for completion by mid-July. We also conducted another session of basic and intermediate SQL training for personnel from supported USACE activities. In addition, we provided the facilities and support to the first Managerial Accounting Symposium presented by CERM-F during 13-17 May.

o. We are updating our UFC Administrative Handbook, which was initially published when we returned to our building at Naval Support Activity (NSA) Mid-South in 1999. The handbook contains information on topics related to the building itself, as well as NSA Mid-South facilities and procedures. The updated version will be placed on our intranet for easy access by all employees.

p. We completed the baseline submission package for the USAMAA manpower certification survey. Each directorate provided workload data; justification for requested positions, and background/changes/concerns/vision statements. We also updated all individual task lists. This information was incorporated with manpower matrices,

organization charts, and mission and functions statements to produce the complete baseline submission packages, which will be sent to CERM-M on 20 May.

q. On 8 May we reminded all UFC employees of the importance of smartcard security. This notification reiterated UFC practices and procedures and employee responsibility for the security of CEFMS electronic signature cards. Also, an ongoing feature of our security procedures includes weekly walk-through inspections of CEFMS users to ensure that smartcards are properly controlled and secured.

r. We are preparing our FY03 operating budget. The budgeted amounts will be used in developing UFC support costs for publication in the FY03 Consolidated Command Guidance. The support costs published in the Consolidated Command Guidance will represent not-to-exceed amounts, rather than the actual amounts, which will be billed to activities. Billed amounts will be based on actual UFC costs incurred not to exceed the levels published in the FY03 Consolidated Command Guidance for each respective activity.

s. On 9 May we provided HQUSACE updates on the aging of accounts receivable due the Corps by the Federal Emergency Management Agency (FEMA). Receivables related to disaster assistance totaled about \$10M; about \$7.5M was less than 60 days old and another \$2.2M was associated with amounts under litigation. There were about \$1M of non-disaster receivables for other work done for FEMA such as flood plain management studies; about \$750K of these was less than 60 days old.

t. On 15 May we conducted a drill to test our procedures for use of the automated external defibrillator (AED), which we recently installed. Following the drill, we held a lessons learned session with all participants and a representative from NSA Mid-South safety office. Our internal emergency react team did a good job of responding to the drill and applying our AED procedures for the first time. The team will conduct brief monthly meetings to maintain their skills in the use of the AED and apply its use to a variety of possible scenarios.

u. On 6 May 2002 Linda Stoutenburgh attended a meeting with Ed Vogel (CERM) and Albert Bertini (CECW) to discuss the capability of providing Support for Others Data. Mr. Bertini provided us his most recent data call to the field for our review. It appears that retrieving the actual cost data for SFO will be doable. We will have to further review the capability of providing a report option in CEEMIS for the field to enter their projections.

v. On 7 May 2002, Linda Stoutenburgh attended a demonstration of the new PBAS 'X' year program year features and the organizational hierarchy of funds distribution. The new 'X' year program year feature provides the ability to distribute Civil Works appropriated funds by program year. Should the Command make a decision to implement this new PBAS capability, major reprogramming would be required in CEFMS to the Civil Works business processes to accommodate this change. Also, extensive training would be required to educate the Civil Works program/project managers and users to operate in this new environment.

w. On 16-17 May 2002, Linda Stoutenburgh worked with KPMG Consultants to begin building the USACE model for Activity Based Costing for Foreign Military Sales.

x. CEEMIS procedures are in place for submission of new CEFMS Civil Funded FTE and Civil Funded Customer reports. Programming is not yet in place for Division/HQ generation of consolidated reports from CEEMIS but is scheduled for completion for May 2002 report processing.

y. The final version of DCAS/ODS Interface Agreement was signed and mailed to DFAS-IN on 6 May 2002. On 13 May 2002, Diane Ernstes of DFAS-IN confirmed receipt of the agreement. She will secure DFAS signatures and fax a signed copy back to the UFC.